



## RENTAL PROPERTY LICENSE APPLICATION

To ensure compliance with the Rental Property Licensing Act, the applicant must submit the following documents:

- Rental Property License Application (this form).
- Business License Application.
- A copy of the Recorded Property Deed.
- If the property is titled in the name of a corporation or partnership, documentation confirming applicant's ownership in the corporation or partnership.
- If the property is owned, operated, managed, or maintained by a homeowners association, documentation confirming this relationship.
- A list of all tenants in the rental units.

The fee for this application is calculated based on the following:

- The applicant owns 1 to 3 rental units within the city ----- \$50 per rental unit
- The applicant owns 4 or more rental units within the city ----- \$200 per rental unit
- The structure is an apartment building ----- \$500 per building + \$50 per rental unit

The rental property license shall expire one year after the issue date or upon termination of the rental agreement, whichever occurs first. The applicant is responsible for notifying the city of the expiration of a lease agreement or a change in tenant(s). An application for renewal may be filed within 30 days prior to the expiration date.

### PROPERTY INFORMATION

Rental Property Street Address: \_\_\_\_\_

Subdivision Name if Applicable: \_\_\_\_\_

Are there subdivision covenants? (Y/N): \_\_\_\_\_ Property Zoning: \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_\_ Are these dwelling units in an apartment building? (Y/N): \_\_\_\_\_

#### OWNER INFORMATION

If the property is owned by a corporation or partnership, documentation confirming applicant's ownership in the corporation or partnership must also be provided.

Property Owner(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### PROPERTY MANAGER (if different from owner)

Property Manager(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### REGISTERED AGENT (if applicable)

If the owner does not reside in DeSoto County, Mississippi, the owner must provide here a person that resides in DeSoto County who can receive notices on behalf of the owner.

Agent Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

In signing below, applicant acknowledges that he/she has reviewed Ordinance #22-06-281, the city's Rental Property Licensing Act governing the licensing of rental properties in the City of Horn Lake, and understands that he/she is responsible for compliance with the terms contained therein, including any applicable fines and fees. Applicant further acknowledges that he/she is authorized to submit this application and that all information contained herein is true and accurate. The applicant acknowledges that he/she is responsible for complying with the applicable codes and ordinances of the city,

including, without limitation to, the International Building Code and the International Property Maintenance Code and agrees to incorporate the terms into any lease of the premises identified in the application.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Payment Type: \_\_\_ Cash \_\_\_ Check \_\_\_ Card

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Rental Property License Number: \_\_\_\_\_